

Production Associate

Reports to Team Leader

Job Purpose

This position is responsible for operation and maintenance of converting equipment which includes the slitter/rewinder and table-top rewinder. The Production Associate is also responsible to help the press operators when assigned.

Duties & Responsibilities

Primary duties and responsibilities include, but are not limited to the following:

- Provide customer minded service and focus
- Participate in team projects and continuous process improvements
- Plan ahead to minimize downtime and control cost
- Produce quality products from detailed instruction on manufacturing order.
- Identify potential errors or problems and take prompt action to correct.
- Monitor and maintain product quality throughout the production run, take action to correct errors and control non-conforming product.
- Monitor and adjust equipment as necessary during production runs.
- Remain alert to mechanical problems and notify proper personnel if corrective action beyond your ability is required.
- Perform routine equipment maintenance and upkeep.
- Care for company equipment and supplies to minimize cost and expense.
- Provide training and coaching to other associates.
- Provide solutions to departmental and company challenges.
- Complete tasks and projects as assigned.
- Complete paperwork, logs, and data entry accurately, timely, and legibly.
- Keep work area clean and organized at all times.
- Always work in a safe manner and adhere to all safety guidelines.
- Take immediate action to prevent injury and report unsafe conditions to proper personnel.
- Adhere to all company and departmental policies and procedures.

Qualifications

Qualifications include:

- High School diploma or equivalent
- No lost time accidents due to negligence in the past 6 months
- Attendance record must meet expectations
- Willing to work overtime and display a positive attitude towards job and company
- Work well in a team environment

Skills

- Good verbal communication skills.
- Ability to complete required documentation legibly and accurately.
- Ability to give clear and concise instructions to assistant.
- Display tact and courtesy when dealing with others.
- Ability to focus on the details.
- Ability to handle a fast-paced environment.
- Self-motivated and possess the willingness to learn.
- Ability to maintain effective working relationships with other associates.
- Able to read a ruler and possess basic math skills.

Working Conditions

This position will be required to work three 12-hour shifts. Assigned shift will be either on day shift or night shift with no rotation. Work days will be either Monday, Tuesday, Wednesday or Thursday, Friday, Saturday.

Physical Requirements

Must be able to walk and stand for approximately 12 hours per day for 3 consecutive days. Ability to lift 25 pounds repeatedly, bend, squat, reach, pull, and push frequently. Required to work in a team environment. Flexibility in work schedule.

Direct Reports

This position has no direct reports.